



MDA-PROJECT MANAGER I

CHARACTERISTICS OF WORK:

This is entry-level professional work in attracting new and/or expanding business and industry to the State of Mississippi. Employees in this job class will be paired with one or more senior project management staff to learn the process of seeking out and/or responding to prospective industrial and business clients, site location consultants, and similar entities and to provide location assistance as needed. Employees interact with agency staff; local, state, and federal officials; community leaders; economic development groups, and key business executives in the course of learning to coordinate projects. Employees must be able to maintain professional working relationships with all involved parties and must represent the state and the agency in such a way as to cultivate positive and favorable responses to the agency's economic development efforts. In-state and out-of-state travel is a regular part of the job. This class is distinguished from the others in the Project Management series in that it represents work performed under frequent oversight and guidance in a mentoring capacity.

MINIMUM QUALIFICATIONS:

EXPERIENCE/EDUCATIONAL REQUIREMENTS:

Education:

A Master's Degree from an accredited four-year college or university in business administration, public administration, economic development or a related field;

OR

Education:

A Bachelor's Degree from an accredited four-year college or university in business administration, public administration, economic development or a related field;

AND

Experience:

One (1) year of experience in work related to the described duties.

EXAMPLES OF WORK:

Examples of work performed in this classification include, but are not limited to, the following:

Contacts, under the guidance of more senior staff, domestic and international industry consultants and business leaders to inform them of incentives and programs that the State of Mississippi has to offer.

Works, under the guidance of more senior staff, to assist local officials in marketing available industrial sites, under the guidance of more senior staff.

Coordinates, under the guidance of more senior staff, meetings between clients and other agency staff.

Works, in a support capacity, with satellite offices in foreign countries to arrange and conduct meetings, seminars, and industry trade shows to market the State of Mississippi.

Develops, under the guidance of more senior staff, an annual plan that sets out goals and strategies for marketing assigned industry segments to potential clients.

Complies with special confidentiality requirements that pertain to client and project information.

Performs related or similar duties as required or assigned.

INTERVIEW REQUIREMENTS:

Any candidate who is called to an agency for an interview must notify the interviewing agency in writing of any reasonable accommodation needed prior to the date of the interview.